



STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING



CENTER FOR EDUCATIONAL
PERFORMANCE AND INFORMATION

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Center for Educational Performance and Information (CEPI) Michigan Student Data System (MSDS) Training

The State of Michigan will be releasing the first of two phases of the new MSDS early this fall. MSDS is a Web-based system that will replace the existing Single Record Student Database (SRSD) system used for student tracking and reporting. The new system will ensure the secure collection of individual student record data; provide for maintenance of student records through file uploads, online entry, error check and correction, and automated data exchange; provide reporting of current submission data including important aggregations and comparisons with historical data.

CEPI is pleased to inform you of the following training opportunities for the initial roll-out (Phase I functionality) of the MSDS in fall 2008. A summary schedule is listed below, and additional details and agenda are on the following pages:

Date	Type / Location	Details
September 9	Seminar Training Kellogg Center – Big Ten A Room East Lansing	The state's MSDS training contractor, Professional Technology Development (PTD), will be providing two half-day sessions (8:00 a.m. - 12:00 p.m. and 1:00 p.m. -5:00 p.m.). Please sign up for only one session. Michigan Institute for Educational Management (MIEM) will coordinate the registration, with a fee of \$70 for members and \$100 for non-members. You may register at www.gomiem.org (SB-CEUs will be available). Seating is limited to 200 people for each session, with one seat allocated per district/Intermediate School District (ISD)/Public School Academy (PSA)/grantee; any seats remaining one week prior to training will be opened up to additional attendees. We recommend that ISD trainers attend this session to receive information and materials necessary to conduct "train the trainer" sessions to support member districts.
September 16-17	Michigan Pupil Accounting and Attendance Association (MPAAA) Bay City	CEPI will present a condensed version of the seminar training materials to attendees. There will also be computer stations available for attendees to try out a preliminary version of the new MSDS before it is released for fall data collection.

Date	Type / Location	Details
September 22 (and beyond)	Webinar Training Online / On demand	Webinar training, provided by PTD, will cover the same material as the September 9 training session. The webinar will be available on demand at no-cost. MIEM is currently exploring making SB-CEUs available at a nominal cost if users choose that as an option.
September 22	MPAAA Escanaba	CEPI will present a condensed version of the seminar training materials to attendees. There will also be computer stations available for attendees to try out a preliminary version of the new MSDS before it is released for fall data collection.
October	Web-based training Online	PTD will provide web-based training materials that will be made available on the CEPI Web site. These materials can be used in conjunction with other training.

Thank you for your continued cooperation and support as we transition to the MSDS.

Sincerely,
The CEPI Student Data Team

Training Session Information

CEPI will offer an initial training session for the first release through MIEM in a seminar style format. The presentation will include a walk-through of the components to be released as well as how to use on-line help and other available resources. Various user roles and scenarios will be demonstrated to show users how to navigate through the new system for their individual needs.

There will be morning and afternoon offerings of this initial training session. Each attendee will be provided with training materials that encompass the topics presented in the attached agenda.

Reservations

Reservations can be made via the MIEM website (www.gomiem.org). There is a limitation of 200 persons per session. Priority will first be given to one attendee per district.

Overnight Accommodations

For overnight accommodations at the Kellogg Center, East Lansing, call 800-875-5090. Identify yourself with MIEM for a special rate.

Payment Policy

Payment must be made by the day of the event or a \$25 late fee is assessed. All unpaid balances will be issued an invoice after the event which will include the \$25 late fee. Note: Purchase orders are not payment.

Cancellation Policy

A \$25 service fee will be retained for cancellations. Cancellations will not be accepted on or after the program date and no refunds will be issued within two weeks of the event. Substitutions may be allowed until the start time of the program without penalty.

**MSDS: The New SRSD Training
Agenda for September 9, 2008
Kellogg Center, East Lansing**

Morning Session

- 8:00 a.m. Explain the New SRSD – MSDS and review manual and materials
Module 1 - Unit 1 Getting Started/Logging in/Using Help/What's New
Module 1 - Unit 2 Searching the MSDS (Student Search)
- 9:15 a.m. Module 2 – Unit 1 – Data Collection/File Upload
Module 2 – Unit 2 – Data Collection Status
- 9:45 a.m. Break
- 10:00 a.m. Module 2 – Unit 3 – Staging Data Entry (UIC Resolution/Adding New Students)
- 11:30 a.m. Questions
- 12:00 p.m. Adjourn

Evaluations will be completed online.

Afternoon Session (repeat of morning)

- 1:00 p.m. Explain the New SRSD – MSDS and review manual and materials
Module 1 - Unit 1 Getting Started/Logging in/Using Help/What's New
Module 1 - Unit 2 Searching the MSDS (Student Search)
- 2:15 p.m. Module 2 – Unit 1 – Data Collection/File Upload
Module 2 – Unit 2 – Data Collection Status
- 2:45 p.m. Break
- 3:00 p.m. Module 2 – Unit 3 – Staging Data Entry (UIC Resolution/Adding New Students)
- 4:30 p.m. Questions
- 5:00 p.m. Adjourn

Evaluations will be completed online.